

MINISTRY OF FINANCE

Sri Lanka Customs Department

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE POSTS OF ASSISTANT SUPERINTENDENT OF CUSTOMS, GRADE II DEPARTMENT OF SRI LANKA CUSTOMS -2017

THE Open Competitive Examination for recruitment to the posts of Assistant Superintendent of Customs, Grade II of the Sri Lanka Customs Department will be held by the Commissioner General of Examinations in September 2017, only in Colombo. The date of the examination will be notified in due course through the newspapers. The Sri Lanka Customs Department **reserves the right of** postponing or cancelling this examination.

Applications are invited for these posts from both males and females possessing the qualifications given below:

02. Eligibility:-

- (i) Every candidate must furnish satisfactory proof to the fact that he/she:

- (a) is a citizen of Sri Lanka
- (b) is of excellent moral character,
- (c) is not less than 22 years and not more than 28 years of age, as at the closing date of applications. (Accordingly, only those who were born on or before 23.06.1995 or born on or after 23.06.1989 are eligible to apply for this post)

Note.- No person ordained in any religious sect shall be permitted to sit this examination.

- (ii) *Physical requirements.*— In the case of males, their height should not be less than 5 feet 5 inches and chest should not be less than 33 inches (when expanded). In the case of females their height should not be less than 5 feet 3 inches.

- (iii) *Educational qualifications.*— The candidates must possess the following educational qualifications:-

- (a) A degree obtained from a recognized university;

and

- (b) At least a credit pass in English language as a subject at the General Certificate of Education (Ordinary Level). Examination (English language as an optional subject is not considered) ;

or

- (c) A Simple pass (minimum) in English Language as a subject at the General Certificate of Education (Advanced Level) Examination.

Note.— No person will be eligible to sit this examination, on pending results of a Degree Examination. However a person who has passed a degree of a recognized University may be permitted to sit this examination, when an official letter obtained from the Registrar of the University is produced to the effect, that he/she has passed the degree examination.

03. Conditions of Service :

- (i) *Salary.*— The consolidated monthly salary scale attached to the post is as follows:-

MN -5 Rs. 34,605 - 660X10 – 755X11-930X15 - Rs. 63,460 (As per Public Administration circular No.3/2016).

(The provisions of the Public Administration Circular No. 03/2016 will be applicable in paying salaries from 01.01.2016 to 01.01.2020).

- (ii) The post is permanent and will be subject to the policy decision taken by the government, regarding the pension scheme in future.
- (iii) Successful candidates will be appointed subject to a probationary period of three years with effect from the date of appointment.
- (iv) The appointees must undergo a medical examination held by a Government Medical Officer to test whether he/she is physically fit to serve in any part of the island.
- (v) The appointees are bound to serve day and night in any part of the island.
- (vi) The attention is invited to the General Conditions applicable to the posts in Public Service which have been published at the beginning of part I: Section (IIA) of the Government Gazette notification.

04. *Scheme of Examination.*– The Scheme of examination for recruitment is as follows :

	<i>Marks</i>
(01) Aptitude Test (01 Hour)	100
(02) English Language (01 ½ hours)	<u>100</u>
Total	<u>200</u>

Aptitude paper.– This paper will consist of 50 multiple choice questions and questions for short answers, to test the language skills, the ability in mathematical and logical reasoning of the candidate. All questions should be answered.

English Language paper.– This paper will test the reading, writing, comprehension and communication skills of the candidates. All questions should be answered.

Note:- This examination will be conducted in all the three languages Sinhala, Tamil and English. Candidates should sit this examination in the same medium in which they passed the qualifying examination referred to in paragraph 02(iii) of this notification. (*i.e.* Sinhala or Tamil or English), or in the Official Language. It is not permitted to change the language medium applied.

(i) Marks will be deducted for unclear handwriting and wrong spelling.

(ii) Admission cards of the examination will be sent by the Commissioner General of Examinations to the candidates who forward applications to sit the examination. The receipt of an admission card must not be treated as a fulfillment of qualifications to sit the examination.

(iii) Evaluation: Candidates who score 60% or above in each paper will be listed in a priority list based on the aggregate marks. A number of candidates equivalent to the number of vacancies will be called for the structured interview according to merits, starting from the candidate who has obtained the highest aggregate marks. Maximum of 10 marks will be awarded for the sports talents at the structured interview. Subsequently, the successful candidates will be referred to a general interview in which no marks will be awarded and information regarding qualifications of the candidates will be verified at this interview.

Marks Awarding procedure at the structured interview:

Marks for individual sports at the zonal level : 3 marks for the first place, 2 marks for the second place, and 1 mark for the third place.

Marks for individual sports at the district level : 4 marks for the first place, 3 marks for the second place, and 2 marks for the third place.

Marks for individual sports at the national level : 5 marks for the first place, 4 marks for the second place and 3 marks for the third place

Marks for a member of a team game at the zonal level: 3 marks for the first place, 2 marks for the second place, and 1 mark for the third place.

Marks for member of a team game at the district level: 4 marks for the first place, 3 marks for the second place, and 2 marks for the third place.

Marks for a member of a team game at the national level: 5 marks for the first place 4 marks for the second place and 3 marks for the third place.

05. *Basis of selection.*– Candidates who are successful at the written examination and the interview will be selected for conferment of appointments, subject to the number of vacancies approved by the Ministry of Finance. Not more than 10% of the number of vacancies of the combined cadre will be reserved for female candidates.

05. (I) *Release of results*: - The results list prepared in order of merit based on aggregate marks obtained by the qualified candidates at the written examination and the structured interview will be sent to the Director General of Customs by the Department of Examinations. The Department of Examinations will issue the result to all candidates who sat the examination, by post or will publish result in the official website www.results.exams.gov.lk

Note:- The nature of the work in Customs Department is such that even the female officers will have to perform night duties.

06. It is compulsory for every candidate that, he/she should have fulfilled all the required qualifications prior to the date of closing applications for the examination.

07. *Method of application:-*

- (i) A specimen form of the application has been given at the end of this notification. Candidates should prepare their application forms themselves in the medium which they intend to sit the examination conforming to the specimen form referred to above and fill them in their own handwriting. Every cage of the application must be filled by the candidates as instructed and if there are cages not applicable, the words “not applicable” should be entered in such cages. It must be strictly noted that leaving blank cages in the application will cause the applications liable to be rejected. (Heading numbers 01 to 06 of the specimen form should be on the first page, 07 to 11 in the second page, and the rest in the third page of the application which should be prepared in A4 size papers). The title of the examination should be written in English too, in Sinhala and Tamil applications. Retaining a copy of the duly filled application with the candidate may be more appropriate.
- (ii) The completed application form must be sent by registered post on or before 23.06.2017 to reach the Commissioner General of Examinations, Organization and Foreign Examinations Branch, Department of Examinations, P.B.1503, Colombo. Any applications received after the due date will be rejected. The name of the examination should be written clearly on the top left-hand corner of the envelope in which the application is enclosed.
- (iii) The examination fee is Rs. 750. This fee should be paid at any Post office /Sub Post office to the credit of the revenue head number 2003-02-13 of the Commissioner General of Examinations. Money orders or stamps will not be accepted for the payment of examination fee. The receipt must

be attached to the application and it is advised to retain a photocopy of the receipt with the candidate. This fee will not be refunded under any circumstances or not be transferred in lieu of a payment for another examination.

- (iv) Candidates who are already employed in Government Departments/ Corporations/ Boards must forward their applications through the Heads of their Department or Institutions in which they are serving at present. Candidates are requested to forward their applications to heads of their Departments or Institution well on time with a request that they be transmitted to the Commissioner General of Examinations so as to reach him on or before 23.06.2017. The applications should not be sent addressing personally to the Director General of Customs or any other officer of the Department. Applications received after the due date; even if they are forwarded by the departments will be rejected. Applications of the applicants who are in the Government Service will be rejected if the attestation of the signature of the applicant does not bear the signature and the official seal of the Head of Department/ Head of the Institution.
 - (v) *Attestation:-* The signature of an applicant who is in Government Service should be attested by his/her Head of Department or by an officer authorized to do so on his behalf. The signature of other applicants should be attested by a person authorized to do so, *i.e* a Justice of Peace, a Commissioner of Oaths, Attorney - at - Law, a Notary Public, a Principal of a Government School, a Commissioned Officer of the Navy, Air Force or Army, a permanent Public Officer drawing an annual salary of Rs. 240,360/= or over, a Chief Incumbent or a Head of a Buddhist temple or any other religion in charge of a place of worship or holding a position of importance.
08. (i) *Admission to the Examination:-* On the presumption that applications have been forwarded by persons who have fulfilled the qualifications referred to in the *Gazette* notification, admission cards will be issued by the Commissioner General of Examinations to all candidates who are within the age limit mentioned in the *Gazette* notification and have paid the prescribed examination fee and submitted the accurately completed applications on or before the closing date including the name of the city and medium intended to appear for examination, signature of the applicant, the attestation of the signature and the attestation of the Head of

the Department (If applicable) along with the receipt of the payment.

Immediately after the issuance of admission cards to the candidates a newspaper advertisement will be published by the Department of Examinations, Sri Lanka. If a candidate does not receive his/her admission card even after two or three days of such advertisement, he /she should, without any delay, inform the Department of Examinations of Sri Lanka regarding non-receipt of the admission cards, as mentioned in the notification. In making such an inquiry, full name of the candidate, address, National Identity Card No. and name of the examination should accurately be mentioned. In case of an applicant residing outside Colombo it will be more appropriate to contact the Department forwarding a letter of request including the above details and a fax number to receive the admission card (to the fax number referred to in the notification). It will be more successful to retain a certified photocopy of the application with the paying receipt and the registered post no. readily available with the candidate to produce as a proof of such information requested by the Department of Examinations.

- (ii) A Candidate must sit the examination at the examination hall assigned to him/her. Every candidate must get his signature attested in advance and hand over the admission card to the supervisor on the first day he/she presents himself/herself for the examination. A candidate who fails to produce his/her admission card will not be permitted to sit the examination. The rules for candidates have been indicated separately in part I: Section II (A) of this *Gazette* notification. Candidates will be bound by the rules of Examination.
- (iii) No notification of receipt of applications will be issued to the applicants. Candidates will be subject to the rules and regulations enacted by the Commissioner General of Examinations with respect to the conduct of examinations and release of the results. In case of violating these rules and regulations, he/ she will be liable to a punishment to be imposed by the Commissioner General of Examinations.

Note :- The issue of an admission card to a candidate does not mean that he or she has fulfilled the requisite qualifications to sit the examination.

09. *Identity of the candidates.*- Candidates will be required to prove their identity at the examination hall to the satisfaction of the supervisor for each subject. Any of the following documents will be accepted for this purpose:

- (a) National Identity Card issued by the Department of Registration of Person.
- (b) A valid passport issued no more than five years before the date of examination.

The candidature of a candidate who fails to produce a document referred to above is liable to be cancelled at the discretion of the Commissioner General Examinations.

10. *Documents of Eligibility :-*

- (i) No documents, certificates or photocopies of such certificates, other than the receipt of examination fee and the document relating to the "Note" referred to under heading 02 (if applicable) should be forwarded with the application. But the necessary particulars should be provided in the form, as prescribed. Incomplete applications will be rejected.
- (ii) Candidates, who are qualified to be called for the interview, should prove their eligibility by producing documentary proof.
- (iii) The originals of the following documents will be required:
 - (a) A certificate of moral character signed by a responsible person.

Note: The certificate of character may be obtained from a Justice of the Peace, Attorney – at - law, Divisional Secretary of the area of residence, or a permanent Government officer in receipt of an annual consolidated salary of Rs.240,360/= or over, or some person whose name is known and reference can be directly made. The designation and address of the person who issues the certificate must be clearly indicated on the certificate. (Candidates holding permanent posts in Government service will not be required to furnish certificates of moral character)

- (a) A certified copy of the entry of the registration of the birth of candidate or a Special Certificate of age issued by the Register General (in the case of candidates whose birth has been not registered)

Note:

- (i) The Special Certificate of Birth issued for school or educational purposes, or a certified extract from the birth registration entry will not be accepted.
- (ii) Affidavits or Baptismal Certificates will not be accepted as substitutes for birth certificates.
- (iii) If the name/names appearing in the Birth Certificate differs/differ from the name/names which the candidate generally uses and the name under which the candidate sits the examination, action should be taken immediately in terms of Section 27 and 28 as the case may be, of the Births and Deaths Registration Act, (Chapter 110) to get the name in the entry of the registration of birth amended.
- (iv) Certificate of Registration as a citizen of Sri Lanka or original official letter of acceptance of a claim to citizenship by descent (as applicable).
- (v) Original certificate of educational qualifications or where the certificate has not been issued, other relevant official documents. *e.g.* an official letter issued by a Registrar of a University to the effect that the candidate has passed the degree examination, result sheet issued to the candidate by the Department of Examinations, stating that he/she has obtained a credit pass in English language at the General Certificate of Education (Ordinary Level) examination or simple pass in English language at the General Certificate of Education (Advanced Level) examination.
- (vi) Documentary proof of achievements of sports at Zonal / District / National levels.
- (vii) Candidates are advised to have all the necessary documents in readiness at the time of forwarding the application. Any candidate who fails to produce the necessary documents or who delay in producing them when called for, will be made disqualified for appointment to this post.

11. *Penalty for Furnishing False Particulars:-* If a candidate is found to be ineligible according to the regulations for this examination, his/her candidature is liable to be cancelled at any stage prior to, during or after the examination. If any of the particulars furnished by a candidate is found to be false to the best of his/her knowledge or if he/she has willfully suppressed any material fact, or if it is proved, at any time during the period of his/her service that he/she was ineligible to sit the examination, he/she will be liable to immediate dismissal from the service. The candidature of those who do not strictly conform to the requirements laid down in this notification will be cancelled.

12. Any matter not provided for in these regulations will be dealt with at the discretion of the Secretary, to the Ministry of Finance.

13. In the event of any inconsistency between the Sinhala, Tamil and English text of this *Gazette* Notification, the Sinhala text shall prevail.

Director General of Customs,
Sri Lanka Customs Department.

“Customs House”,
No.40, Main Street,
Colombo.

SPECIMEN APPLICATION FORM

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE
POSTS OF ASSISTANT SUPERINTENDENT OF CUSTOMS, GRADE II
DEPARTMENT OF SRI LANKA CUSTOMS— 2017

(for office use only)

Medium in which you sit this examination:

Sinhala	– 2	<input type="text"/>
Tamil	– 3	
English	– 4	

(Write the relevant number inside the box)

01. Name of the applicant : _____.

1.1 Name in Full (in Block Letters) : _____.
(*Eg.* : HERATH MUDIYANSELAGE SAMAN
KUMARA GUNAWARDHANA)

1.2 Name with initials at the end :_____.
(Eg. GUNAWARDHANA, H.M.S.K)

1.3 Name in Full (in Sinhala/ Tamil) :_____.

02. Permanent residential address: (in Block Letters)

:_____.

Address to which the admission card should be sent

:_____.

03. Particulars of the National Identity Card:

3.1 Number of the Identity Card:

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3.2 Date of issue:

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04. Sex:

Male – 0

Female – 1

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(Write the relevant number inside the box)

05. (a) Date of Birth :

Year

Month

Date

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(b) Age on the closing date of application:

Years

Months

Days

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06. State whether you are a citizen of Sri Lanka :

By descent – 1

By registration – 2

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(Write the relevant number inside the box)

07. Ethnicity:

Sinhalese – 1

Indian Tamil – 3

Burgher – 5

Ceylon Tamil – 2

Muslim – 4

Other – 6

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(Write the relevant number inside the box)

08. Telephone Number :

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09. Physical requirements:

(i) Height : Feet: Inches.....

(ii) Chest (when expanded) : Inches.

(only for male candidates)

10. Have you ever been convicted of any offence in the Court of Law? (Yes/No) :_____.

If yes, give details :_____.

11. Educational Qualifications:

Name of the University	Degree	Class of Degree	Year	Subjects

(I) Highest qualification in English Language at the examination of General Certificate of Education (Ordinary Level)

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Year :_____.

Index No. :_____.

(II) Highest qualification in English Language at the examination of General Certificate of Education (Advanced Level)

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Year :_____.

Index No. :_____.

12. Examination Fee (Receipt to be attached) :

(I) Name of the Post Office /Sub Post Office :_____.

(II) Amount Paid : Rs. :_____.

(III) Date of payment :_____.

(IV) Receipt No. :_____.

(Paste the receipt here securely)
(It would be advisable to keep a photocopy with the candidate)

(These particular should be given compulsorily).

13. Applicant's Declaration/Certification:

I do hereby state that the particulars given by me in the application are true and correct. I am aware that if any particulars contained herein are found to be false or incorrect before selection, I am subject to be disqualified or dismissal from the service without any compensation if it is revealed after selection. Furthermore, I agree to abide by rules and regulations of the Commissioner General of Examinations regarding the conducting of the examination.

Signature of Applicant.

Date :_____.

14. Attestation of Applicant's signature (Delete whichever inapplicable):

I Certify that Mr./Mrs./Miss. who is submitting this application is personally known to me and that he/she placed his/her signature in my presence on thisday of2017. I also certify that he/she has paid the due examination fee and has attached the paid receipt.

Signature of Attestor :_____.

Full Name of Attestor :_____.

Designation :_____.

Address :_____.

Date :_____.

Note: The attestation should be made by a person referred to in paragraph 7(V) of *Gazette* Notification.

15. I Certify that Mr./Mrs./Miss. who is submitting this application is an employee of this Ministry/ Department/ Board/ Corporation. In the event of his/her selection for the above post he/she can be released.

_____,
Signature of the Head of the Department.

Date :_____.

Name of the Head of the Department :_____.

Designation :_____.

Address of the Department :_____.